

DFW Mini-CAST
Standing Committee Responsibilities

Presenters and Programs Committee Chair

- Create form for call for proposals- include room type, tell if presenters will bring their own devices or use district computers, work with facilities chair to secure login info etc.
- Gather and evaluate proposals
- Communicate acceptance or denial
- Work with facilities chair to determine room numbers/labs/computer labs etc
- Schedule rooms, sessions, times, etc.
- Communicate schedule, rooms, times to presenters
- Create program both electronic and paper
- Print paper programs work with registration chair to estimate attendance
- Communicate presenter numbers to lunch chair, max 2 per session they do not pay reg but do get a lunch.
- Communicate presenter numbers to registration so they can be included in total participant count since they don't register.
- Tell presenters to check in at presenters table
- Staff presenter's check in table all day, include maps, times, rooms, computer logins, evaluations, etc.
- Design session evaluation for participants, electronic or paper (include in presenters check in packet)
- Design event evaluation for presenters include in check in packet
- Create, organize and distribute check in packets for presenter's check in table
- Consider the following for scheduling....lunch time, start time, keynote speaker time, time to visit vendors etc...work with appropriate chairs to do so.
- Walk classrooms at the beginning of each session to be sure things are going smoothly.
- Serve on the troubleshooting team.
- Print signs for each door with session times/titles

DFW Mini-CAST Timeline	
Month	Responsibilities
May	<ul style="list-style-type: none"> ● Accept committee chair position ● Recruit a committee co-chair
August	<ul style="list-style-type: none"> ● Attend committee chairs meeting after MASS ● Present call for proposals flyer

	<ul style="list-style-type: none"> • Articulate logistics for proposal submission and timeline for evaluation
September	<ul style="list-style-type: none"> • Attend committee chairs meeting after MASS • Identify number of volunteers needed to assist with evaluation.
October	Attend committee chairs meeting after MASS
November	Promote Mini-CAST at CAST?
December	Attend committee chairs meeting after MASS
January	Attend committee chairs meeting after MASS
February	Final walk-through after MASS; Oversee Mini-CAST
March	Attend committee chairs debrief meeting after MASS